

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2009 - 2013

Annual Plan for Fiscal Year 2009

Crossville Housing Authority TN-042

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Crossville Housing Authority

PHA Number: TN042

PHA Fiscal Year Beginning: 01/2009

PHA Programs Administered:

☒ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**
Number of public housing units: 319 Number of S8 units: Number of public housing units:
Number of S8 units: 374

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website

☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2009 - 2013
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The mission of the Crossville Housing Authority is to serve low-income families within the Authority's jurisdiction. The Crossville Housing Authority will strive to provide safe and sanitary housing that is affordable, promote the well being of our clients and provide stable housing without discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 89
 - ☒ Improve voucher management: (SEMAP score) 82
 - ☒ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☒ Provide replacement public housing:

We have submitted an application to HUD to convert 5 single family homes to public housing in order to help fill the vacancies on our ACC.
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

PHA Goal: Support the requirements of VAWA 2005:

The Crossville Housing Authority supports the goals of the Violence Against Women Act of 2005, and will comply with its requirements that provide:

- That being a victim of domestic violence, dating violence, or stalking, as these terms are defined in the law, is not a basis for denial of assistance or admission to public or assisted housing if the applicant otherwise qualifies for assistance or admission;
- That incidents or threats of abuse will not be construed as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of a victim of abuse; and
- That criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.

Annual PHA Plan
PHA Fiscal Year 2009
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.



Standard Plan



Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Five Year Plan 2009-2013
Executive Summary

Housing Needs

The CHA current waiting list is excessive and the demand for public housing and Section 8 assistance is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom).

Financial Resources

The CHA expects to expend approximately \$5,642,491 in the year 2009 for operations, capital improvements and administrative costs.

Eligibility, Selection and Admission Policies

The CHA standard operating policies and Section 8 policies are revised to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

Rent Determination – Discretionary Policies

The CHA does have a policy of ceiling rents, and does offer flat rents. A minimum rent of \$50.00 is required for Public Housing and Section 8 tenants (excluding Shelter Plus Care). The minimum rent is waived for tenants with no income.

Operations and Management

The CHA has developed a Practice and Procedures manual, which includes all of our policies relating to public housing and Section 8 administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the mandated requirements of the QHWRA.

Grievance Procedure

The CHA revised its grievance procedure to comply with the QHWRA and continues to make revisions as additional issues are addressed by HUD regulations and state laws.

Capital Improvements

Our projected funding under the Capital Funds Program is \$481,112. Our focus for the 2009 program year is to continue renovations in 42-1; and to begin re-roofing in 42-4 and 42-6, and 42-7.

Demolition and/or Disposition

Currently, we have no plans for any demolition of public housing.

Designation

The CHA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The CHA has no plans to designate additional units in the future.

Conversion of Public Housing

The CHA has no current plans to designate any developments or buildings to tenant-based assistance.

Homeownership

The CHA currently has a Section 5(h) and a Section 32 Homeownership Program to provide the working low and moderate-income public housing families the opportunity to purchase their own homes. The CHA also has in place a Section 8 Homeownership Program that was adopted July 13, 2001. Also, the CHA has an established 523 Self-Help Homeownership program in order to expand opportunities for homeownership.

Self-Sufficiency Programs

The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, after school and summer programs for school-age children, daycare services, and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their goal of self-sufficiency. Services offered through the Family Self-Sufficiency Program include career explorations, small business training and development, life skills training and budget and money management counseling.

Safety and Crime Prevention

The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods. The CHA will work in cooperation with the police department, residents and private

security services to address safety and crime. In addition to the current anti-crime and security activities the CHA has a strict anti drug screening policy and partnerships with law enforcement agencies. The CHA has identified additional goals and objectives to further combat criminal activities. These goals and objectives include applying for and receiving ROSS grant funds of \$100,000.

Ownership of Pets

The CHA has a policy related to tenant-owned pets. This policy permits all CHA residents to own pets subject to compliance with specific requirements of the pet lease.

Civil Rights Certifications

We have included the required certification regarding Fair Housing and Civil Rights in this plan.

Annual Audit

Our most recent annual audit for fiscal year 2007 is on file at our local HUD office in Nashville, Tennessee and is also available for review in our main office during normal business hours.

Asset Management

It is the goal of CHA to manage our assets (physical properties, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2009 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ List of Resident Advisory Board Members
- ☒ List of Resident Board Member
- ☒ Community Service Description of Implementation
- ☒ Information on Pet Policy
- ☒ Section 8 Homeownership Capacity Statement, if applicable
- ☒ Description of Homeownership Programs, if applicable

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2008 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

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Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Y	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
Y	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; <i>Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
Y	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Y	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Y	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Y	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Y	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Y	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
Y	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
Y	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Y	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Y	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Y	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Y	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Y	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Y	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Y	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Y	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type for Cumberland County							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	925	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	903	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	927	3	3	3	3	N/A	N/A
Elderly	926	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non-Hispanic	5	5	4	4	4	N/A	N/A
Race/Ethnicity Hispanic	90	5	4	4	4	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type for Bledsoe County							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	240	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	137	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	215	3	3	3	3	N/A	N/A
Elderly	159	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non-Hispanic	21	5	4	4	4	N/A	N/A
Race/Ethnicity Hispanic	32	5	4	4	4	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type for Rhea County							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	691	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	517	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	604	3	3	3	3	N/A	N/A
Elderly	457	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non-Hispanic	119	5	4	4	4	N/A	N/A
Race/Ethnicity Hispanic	29	5	4	4	4	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2005
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Tennessee Department of Health - population projections

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	45		93
Extremely low income <=30% AMI	33	73%	
Very low income (>30% but <=50% AMI)	12	27%	
Low income (>50% but <80% AMI)	0	0	
Families with children			
Elderly families	3	7%	
Families with Disabilities	3	7%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	14	31%	

Housing Needs of Families on the Waiting List			
2 BR	27	61%	
3 BR	2	4%	
4 BR	2	4%	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	140		93
Extremely low income <=30% AMI	99	71%	
Very low income (>30% but <=50% AMI)	41	29%	
Low income (>50% but <80% AMI)	0	0	
Families with children			
Elderly families	1	0.71%	
Families with Disabilities	21	15%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

- ☒ Other: *Promoting the use of the Tennessee Housing Development Association's new website, TNHousingSearch.org.*

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other:
Use Rural Development programs to expand homeownership opportunities.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

Apply for funding to hire an elderly service coordinator in order to facilitate the development of affordable assisted living in public housing.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
Partner with a local non-profit organization to develop new HUD 811 projects.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community

- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	724,539	
b) Public Housing Capital Fund	481,112	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,386,562	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	53,045	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Rural Development 523 Program	372,107	Self-Help Homeownership
Shelter Plus	163,920	Housing for the Homeless
DHAP	8,724	Disaster Housing Assistance Program
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
TN042REL021A005	55,066	ROSS Elderly
TN042RFS145A006	35,973	FSS
3. Public Housing Dwelling Rental Income	749,849	
4. Other income (list below)		
Other/Interest	43,164	
4. Non-federal sources (list below)		
Non-public rental income	1,568,430	
Total resources	5,642,491	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: *At the time of application*

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other (describe): *Credit Check*

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☐ Two
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident choice: (state circumstances below)

☐ Resident choice is a low priority, only 2 per month are permitted.

☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and Continued Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Criminal or drug-related activity

☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

CHA will consider any reasonable request for an extension up to the 120-day limit required by HUD.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☒ Other: *Pinted pamphlets to partnering service agencies.*

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- *If the family has lost eligibility or is awaiting an eligibility determination for a Federal, State, or local assistance program.*
- *The family would be evicted as a result of the imposition of the minimum rent requirement.*
- *The income of the family has decreased because of changed circumstances, including loss of employment.*
- *A death in the family has occurred.*
- *Other circumstances determined by CHA and HUD.*

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
 If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☒ Other (describe below)

Deduction of child support

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☒ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100
☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☒ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- ☒ At or above 90% but below 100% of FMR
 - ☐ 100% of FMR
 - ☒ Above 100% but at or below 110% of FMR
 - ☐ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - ☐ The PHA has chosen to serve additional families by lowering the payment standard
 - ☒ Reflects market or submarket
 - ☐ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - ☒ Reflects market or submarket
 - ☒ To increase housing options for families
 - ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The CHA uses HUD's required minimum rent hardship exemptions, which are as follows:

- 1. The family has lost eligibility or is waiting on eligibility determination for a Federal, State, or Local assistance program.*
- 2. The family would be evicted as a result of the imposition of the minimum rent requirement.*
- 3. The income of the family has decreased because of changed circumstances, including loss of employment.*
- 4. A death in the family has occurred.*
- 5. Other circumstances determined by the CHA and HUD.*

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached: Attachment S
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	330	93
Section 8 Vouchers	271	141 (includes special purpose vouchers)
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Unification - 50 Mainstream - 12 Shelter Plus I - 11 Shelter Plus II - 14 Shelter Plus III - 16	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
Homes	100	66
Millstream Apartments	24	9
Russell Park I	11	2

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Check Cashing Policy
Capitalization
Maintenance Uniform Policy
Check Signing Policy
Drug Free Workplace Policy
Ethics Ordinance
Grievance Procedure
General Depository

Insurance Register
 Personnel Policy
 Pet Policy
 Petty Cash
 Procurement Policy
 Rent Collection Policy
 Employee Retirement Plan
 Sexual Harassment Policy
 Travel Policy
 Workplace Violence Policy
 Admissions and Continued Occupancy Policy
 Deconcentration
 Community Service
 Third Party Verification Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
 Shelter Plus Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (____)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act

of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined

submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/>	Assessment underway
<input type="checkbox"/>	Assessment results submitted to HUD
<input type="checkbox"/>	Assessment results approved by HUD (if marked, proceed to next question)
<input type="checkbox"/>	Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/>	Conversion Plan in development
<input type="checkbox"/>	Conversion Plan submitted to HUD on: (DD/MM/YYYY)
<input type="checkbox"/>	Conversion Plan approved by HUD on: (DD/MM/YYYY)
<input type="checkbox"/>	Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/>	Units addressed in a pending or approved demolition application (date submitted or approved:
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
<input type="checkbox"/>	Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
<input type="checkbox"/>	Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/>	Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/>	Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Rosewood Terrace
1b. Development (project) number: 42-1
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 8
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Goodwin Court 1b. Development (project) number: 42-4
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
6. Number of units affected: 6 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Netherton/Storie Avenue 1b. Development (project) number: 42-14
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
7. Number of units affected: 15 (5 have been sold) 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Woody Court/Braun Street 1b. Development (project) number: 42-16
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
8. Number of units affected: 25 (8 have been sold) 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 09/15/06

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
☐ Public housing admissions policies
☒ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☒ Preference/eligibility for section 8 homeownership option participation

☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Teens Need Training	10	First come	Main Office	Both
Learning Works	25	First come	Main Office	Both
Gateway Educational Center	110	First come	Main Office	Both
Young Marines	33	First come	Main Office	Both
Meals on Wheels	30	First come	Main Office	Both
Elderly/Disabled Services	40	First come	Main Office	Both
Summer Youth Program	40	First come	Main Office	Both
Tae Kwon Do	15	First come	Main Office	Both
Senior Day Out	25	First come	Main Office	Both
Weight Training	5	First come	Main Office	Both
Coffee with the Director	15	First come	Main Office	Both
Christmas Program	200	First come	Main Office	Both
Back to school Bash	200	First come	Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2009 Estimate)	Actual Number of Participants (As of: 12/01/07)
Public Housing	13	8
Section 8	35	7

b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

FSS IMPROVEMENT PLAN

In order to improve the participation of Section 8 and Public Housing clients in the Family Self Sufficiency program, CHA will do several things.

The FSS coordinator will continue to do a 3 to 5 minute explanation of the FSS program at the meetings where Section 8 clients receive their HCV voucher. This is mainly to plant the seed of FSS because the client receives a lot of information at that time and they are also concerned about finding a place to rent. This initial information will then be followed up at the time of leasing.

This meeting above does not apply to Public Housing residents as there is no general meeting. PH residents will follow the procedures below. At the time of initial lease-up, the client will be given a sheet with a brief explanation of the FSS program with a place to write down their contact information and a chance to indicate three options: 1) I'm not interested in the FSS program at the current time, 2) I am definitely interested in the program, call me to make an appointment or 3) I may be interested in the program, call me with more information.

If the FSS Coordinator is free when the client is completing their lease or recertification, the FSS Coordinator will attempt to make an appointment while the client is still in the office. If the FSS Coordinator is not available, a follow up call will be made within a week of the meeting to set up an appointment with the interested client.

In addition, in order to recruit existing clients, the same form will be used at each annual recertification with the same follow up calls to clients that express either an interest or possible interest in participating in the FSS program.

Using this method, every single Public Housing and Section 8 client will be presented with FSS information and be given an opportunity to join the program at least once each year while they are receiving rental subsidy.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

***Crossville Housing Authority
Community Service Policy***

A. REQUIREMENT

As a requirement of residency in the public housing units of Crossville Housing Authority (CHA), each resident shall:

- *Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides.*
- Or*
- *Participate in an economic self-sufficiency program (defined below) for 8 hours per month.*
- Or*
- *Perform 8 hours per month of combined activities (community service and economic self-sufficiency program).*

B. EXEMPTIONS

CHA shall provide an exemption from the community service requirement for an individual who:

- 1. Is 62 years of age or older.*
- 2. Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual.*
- 3. Is engaged in a work activity as defined in section 407[d] of the Social Security Act.*
- 4. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the State of Tennessee, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.*

CHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older. Residents will be permitted to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: “Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.”

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, CHA also includes:

- *Participation in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.*
- *Other activities as approved by CHA on a case-by-case basis.*

D. ANNUAL DETERMINATIONS REQUIREMENT

For each public housing resident subject to the requirement of community service, CHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement. Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

CHA will verify compliance annually. If the qualifying activities are administered by an organization other than CHA, they will obtain verification of family compliance from such third parties. Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If CHA determines that a resident subject to the community service requirement has not complied with the requirement, CHA shall notify the resident of such noncompliance, and that:

1. *The determination of noncompliance is subject to the administrative grievance procedure under CHA’s Grievance Procedures policy.*
2. *Unless the resident enters into an agreement to comply with the community service requirement, the resident’s lease will not be renewed.*
3. *CHA shall not renew or extend the resident’s lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any non-compliance with the community service requirement by participating in an economic self-sufficiency program for or contributing to community service as*

many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

4. *CHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.*

F. PHA RESPONSIBILITY

Crossville Housing Authority will ensure that:

1. *All community service programs are accessible for persons with disabilities.*
2. *The conditions under which the work is to be performed are not hazardous.*
3. *The work is not labor that would be performed by CHA's employees responsible for essential maintenance and property services.*
4. *The work is not otherwise unacceptable.*

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

CHA will administer its own community service program. A list of community services and volunteer opportunities available throughout the community will be made available to public housing residents.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

All Crossville Housing Authority developments.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All Crossville Housing Authority developments.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

All Crossville Housing Authority developments.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Crossville Housing Authority's Pet Policy

***LEASE ADDENDUM
TO ALLOW FOR PETS***

Lessee: _____ ***Project No.*** _____ ***Unit No.*** _____

Address: _____ ***Pet Deposit:*** \$200

***Name and description of
Pet:*** _____

***I, _____ agree to the following rules and statements
made in this Lease Addendum as set by the Crossville Housing Authority.***

***When the Crossville Housing Authority refers to pets, that means only dogs, cats, birds,
and fish are included. This Lease Addendum tells me what I am responsible for and
what the Crossville Housing Authority is responsible for concerning my dog or cat.***

Only one pet is allowed per family.

I also understand that my pet cannot be larger than:

- (a) Dog – 15 inches tall when full grown***
- (b) Cat – 10 inches tall when full grown***

***I agree to pay a damage deposit of \$200.00 for cats and dogs, none for birds or fish.
This deposit shall be paid as follows:***

\$100.00 to be paid upon signing of this lease

\$50.00 to be paid on _____

\$50.00 to be paid on _____

This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

WHAT I MUST DO

- 1. I must provide the Crossville Housing Authority with all verifications of my pet's inoculations, neutering, license, etc. before I can have my pet and I must bring verification of inoculations each year at the annual reexamination time.*
- 2. I must make sure my pet receives the medical care necessary for my pet to maintain good health, and will make every effort to control fleas on my animal and in my unit.*
- 3. I must have my dog or cat on a leash any time it is out of my own unit.*
- 4. My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. **NO DOG HOUSES**, animal runs, etc., will be permitted.*
- 5. I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Crossville Housing Authority property.*
- 6. I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.*
- 7. I must accept complete responsibility for the behavior and conduct of my pet at all times.*
- 8. I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.*
- 9. I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.*
- 10. I will provide litter boxes for cat waste, which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.*
- 11. I will not alter my unit or grounds to create an enclosure for any pet.*
- 12. I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.*
- 13. I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.*
- 14. In the event of my pet's death, I must dispose of the remains according to local health regulations.*

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO

1. *The CHA will not be responsible for my pet at any time regardless of the circumstances.*
2. *The CHA will not be responsible for any damages or injuries caused by my pet.*
3. *The CHA will not permit my pet to become a nuisance to management or any residents.*

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO

1. *When it is necessary for the CHA to spray for fleas and ticks or other insects caused by my pet other than at the regular appointed time, the CHA will charge me for the cost of spraying.*
2. *The CHA will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.*
3. *The CHA will take appropriate actions if my pet is causing the living or working conditions in my project to be unsafe, unsanitary or indecent.*

Tenants who violate these rules are subject to: (a) being required to permanently remove the pet within fourteen (14) days of notice by Management; and/or (b) eviction.

DO I UNDERSTAND THIS LEASE ADDENDUM?

By signing this Lease Addendum, I am saying that the CHA has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Crossville Housing Authority.

We signed this Lease Addendum on _____, 2008.

Lessee:

Crossville Housing Authority:

By: _____

Title: Executive Director

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☒ Development-based accounting
 - ☒ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - ☒ Attached at Attachment (File name)

Attachment A: March 10 Resident Meeting Minutes
Attachment B: April 22 Resident Meeting Minutes
Attachment C: May 14 Resident Meeting Minutes
Attachment D: June 5 Management Committee Meeting Minutes
Attachment E: May 8 RIC Committee Meeting Minutes
Attachment F: June 12 RIC Committee Meeting Minutes
Attachment G: March 31 Security Committee Meeting Minutes
Attachment H: April 28 Security Committee Meeting Minutes
Attachment I: May 23 Security Committee Meeting Minutes
Attachment J: June 12 Maintenance Committee Meeting Minutes

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒ Other: (list below)

Resident meetings were held throughout the 5-Year Plan process. Comments were taken under consideration when formulating the plan.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process N/A

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Crossville Housing Authority's PHA Plan corresponds with many of the points in the State of Tennessee's Consolidated plan compiled by the Tennessee Housing Development Agency.

One of the key points in Tennessee's consolidated plan is to increase the amount of affordable housing and to preserve the existing affordable housing. CHA's plan also calls for the expansion and improvement of affordable housing. CHA continues to work to keep its housing inventory well-maintained and modernized on a regular basis. Another main aspect of the Tennessee Consolidated Plan is to promote the general enhancement of the quality of life for low-income residents. CHA has a well-developed Resident Services program that serves children to seniors with education improvements, self-improvement, and social activities. CHA also works toward the deconcentration of poverty working toward a mix of income levels in its developments and neighborhoods.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachment A

Crossville Housing Authority Resident Meeting March 10, 2008

Minutes

Attendance:

CHA Staff

Don Alexander

Stan Lewis

Kathy Vanlandingham

Residents

Rebecca Moles

Mr. Alexander opened the meeting at 9:00 am at the CHA Center by welcoming the resident in attendance. This meeting is a review/update of capital funds' projects.

Mr. Alexander pointed out that the capital funds' years we discuss run approximately a year behind. We are now finishing up 2006, and working on 2007. Depending on the scope of the work, most funds are expended in 1 year. Capital Funds are part of our public housing funding that comes from HUD.

Stan Lewis, Construction Coordinator, reported that his crews are now working at the development in Pikeville. During the inspections last year it was found that the site needed improvement. Due to age and weather, there needed to be work done on the foundations, slabs, brickwork and porches.

After Pikeville, the crew will go to the development in Spring City. A focus of the work will be to get each unit on separate utility meters, add new HVAC units, and begin re-roofing the units.

This year, work will also progress at the Pinewood Drive development. Two handicap units are slated to be brought up to current handicap regulations. These were built back in the mid-70's and were built to code at the time, but over the years things have changed. This could involve changing some interior walls and adding wheelchair ramps at the back of the unit.

Projects coming up include converting one more unit at Pinewood to current handicap-accessible status. In 2009 we will be returning to Rosewood Terrace to continue updates to more units there. This will involve extensive renovations to the plumbing, wiring, and HVAC.

Rebecca remarked that some tenants are unsure about how to operate the thermostats in their units. Mr. Alexander remarked that we could probably show them how, as part of their lease-up process.

Mr. Alexander reported that many roofs are at the end of their useful life, so we will be beginning a re-roofing program to extend over the next few years. Most of the roofs in our developments were replaced after the major hail storm of 1990.

Rebecca asked about gutter cleaning. Mr. Alexander said that we have recently hired two employees for seasonal lawn mowing and we can add that to their work assignment.

With there being no further questions or comments the meeting was adjourned.

Attachment B

Crossville Housing Authority

Resident Meeting

April 22, 2008

Minutes

Attendance:

CHA Staff

Don Alexander

Kathy Vanlandingham

Residents/Guests

Charlotte Potts

Gloria Garcia

Zenon Garcia

The Five-Year Plan second Resident Meeting was held April 22, 2008 at 9:00 am at the CHA Center. Don Alexander opened the meeting by welcoming guests and thanking residents in attendance.

The second Five-Year Plan Resident Meeting covers policies and procedures of the Crossville Housing Authority.

ACOP – outlines administrative procedures for public housing, providing all standards and policies.

Admin Plan – Section 8 policies, procedures and standards.

Shelter Plus Admin Plan – Section 8 Shelter Plus program policies, procedures and standards. The Shelter Plus program is a specialized “second chance” program for those who are homeless and disabled. Clients must be receiving case management. It is a matching funds program with the match being the value of the services that the client is receiving.

Capitalization Policy – a management policy dictating and defining capital expenses.

Check Signing Policy – dictates who is authorized to sign checks for the CHA.

Disposition Policy – states how we dispose of old equipment.

Drug & Alcohol Policy – part of our personnel policies, outlines our drug testing requirements.

Ethics Policy – CHA has adopted the City of Crossville’s Ethics Ordinance.

Depository Agreement – indicates how and where funds are kept.

Grievance Procedures – each housing program will have a grievance procedure, allowing tenants the opportunity to dispute decisions by the HA. Public Housing and Section 8 will actually have two levels of a grievance procedure, an informal hearing conducted by a member of CHA management, and an informal hearing conducted by a local attorney. Other housing programs will have the opportunity for a management hearing (informal) only.

Insurance Register – lists the current insurance policies held by CHA.

Maintenance - outlines our maintenance procedures.

Uniform Policy – refers to the dress required of the maintenance department.

Personnel Policies – HR policies regarding employment at CHA.

Pet Policy – allows for pets in CHA housing. Probably the policy that causes the most conflict with residents.

Petty Cash – specifies how petty cash is to be handled.

Procurement – outlines the purchasing procedures of CHA.

Rent Collection – how rent is collected and when late charges are assessed.

Retirement Policy – dictates the percentage of their income that employees can contribute, and how much (if any) CHA will match.

Sexual Harassment – employment policy regarding sexual harassment, hostile workplace environment, off-color jokes, etc.

Travel – how and when travel costs are repaid to employees.

Workplace Violence – prohibits violence in the workplace and allows for search of vehicles, termination of employees for off-site violence as well as occurrences on the worksite. Also includes the right to search employee's vehicles parked on company property.

Recent changes to policies include:

- Personnel – addition of clauses regarding light duty job assignments in the event of an injury, and clarification of employee definitions.
- Property Lease – addition of clause levying a charge against tenants that paint their unit.

A policy change under consideration for the Admin/Shelter Plus Admin Plan is to allow Shelter Plus clients the opportunity to “graduate” to the regular Section 8 program, and thus enabling them the opportunity to participate in the homeownership program.

Mr. Alexander asked those present if they had any comments on policies that they felt needed to be changed. There were no remarks.

Mr. Alexander noted that many policies are handed down by the Department of Housing and Urban Development (HUD), and we cannot change these. However, many policies are a function of the CHA and are possible to change.

He stressed the importance of having one set of rules for everyone. Many times people will ask to be exempt from a rule, but that is just not possible.

With there being no further questions or comments the meeting was adjourned.

Attachment C

Crossville Housing Authority

Resident Meeting

May 14, 2008

Minutes

Attendance:

CHA Staff

Don Alexander

Kathy Vanlandingham

Residents/Guests

John Moberley

The Five-Year Plan third Resident Meeting was held May 14, 2008 at 10:00 am at the CHA Center. Don Alexander opened the meeting by thanking residents in attendance.

The third Five-Year Plan Resident Meeting covers programs of the Crossville Housing Authority. Most of our programs are housing programs, but we do also have a number of social programs.

HOUSING PROGRAMS

Public Housing – makes up 1/3 of Crossville Housing Authority's housing programs. There are a few developments and some single family units. Some units can even be sold to tenants.

Section 8 – our largest program with 375 rental assistance vouchers available. It is actually made up of several programs:

Housing Choice Vouchers – rental assistance vouchers for those who income qualify.

Unification Vouchers – voucher program targeted to those families who are in danger of losing their children due to housing issues.

Mainstream Vouchers – targeted to the disabled who are trying to live on their own.

Shelter Plus – exclusively for the homeless & disabled who are currently receiving services for their disability. This is the only matching Section 8 program, where the services count toward the match.

Low-Income Housing Tax Credit Developments – Twin Oaks, Willowwood, Green Meadows Townhomes, Russell Park II (in Rockwood), White Oak Apartments (in Jamestown), and Rhea County Development (in Spring City). There is no subsidy on rent at these developments, but the rent is calculated to be affordable and tenants must income-qualify.

Homes Program – scattered single family homes and some small apartments. Most of them are income-restricted. Many are rented by Section 8 clients.

Millstream Apartments – Rural Development 515 apartment complex, consisting of 24 apartments designated for the elderly. It is income-restricted and does have rental assistance available for some units.

Azalea Gardens and Oakmont Gardens – are 202 developments that offer a total of 27 elderly or handicapped apartments in a congregate setting in two buildings. These are targeted to the frail elderly, as some services are offered.

523 Self-Help Housing Program – a group of 5-6 families will work together to build their homes, with the assistance of CHA construction staff. The family must be mortgage-eligible. Their mortgage payment varies depending on the loan program used. The average home value is between \$125,000 and \$130,000. Typically, the family will have a debt of \$100,000. We have approximately 10-12 houses built per year.

Cumberland House – 6 apartments of public housing under one roof. It is targeted for Hospice patients receiving palliative care. Tenants must be public housing eligible and recommended by Hospice of Cumberland County, who provides medical and social services.

SOCIAL PROGRAMS

Family Self-Sufficiency – geared for the public housing or Section 8 tenant, the object of this program is to promote self-sufficiency through financial education and training. Funds are earned and accumulated throughout the program participation, and is given to the tenant when they graduate.

After-School Program – two programs are set up, one for younger children and one for teens. They provide after-school care, homework help, and training.

Daycare Center – our facility is set up as a separate non-profit organization and is licensed as a Head Start center. They currently have 120 children, but will expand to 160 as soon as their new annex is complete later this year.

Community Cares – consists of a combination of part-time CHA employees and Americorp volunteers. They provide personal care, “Meals on Wheels”, etc. We also have a CRC store which offers personal and household items at drastically reduced prices.

With there being no further questions or comments the meeting was adjourned.

Attachment D

Crossville Housing Authority
Management Committee Meeting
June 5, 2008

Minutes

Attendance:

CHA Staff

Donna Parker

Residents

Marie Burden

Dawn Caird

Anna Trimble

Irene Melton

David Brown

Robert Davis

Carla Limburg

The CHA Management Committee Meeting was convened on June 5, 2008, at 10:00 am at the CHA Center. Donna Parker opened the meeting by thanking those residents in attendance.

Donna reviewed all aspects of the Crossville Housing Authority lease, including the following items:

- When rents are due and when they are considered late. What late fees are charged and when eviction notices are sent for non-payment.
- Other charges due under the lease, such as maintenance repair not considered normal wear and tear, painting charges, etc.
- What security deposits are used for when you move out.
- Utility overages and how they work.
- Annual and interim re-examinations.
- Other things that could affect how your rent is charged, such as a change of job, loss of job, someone moving in or out, etc.
- How we notify you when there is a change in your rent.
- Retro rents and retro credits.
- Resident obligations to the lease, such as: unauthorized persons, pets; abandoned vehicles; parking on lawns; not doing anything against the law; not damaging your apartment; keeping the apartment clean, neat and safe; reporting unsafe conditions; do not disable smoke detectors; etc.
- Community service rules
- Illegal drugs and drug activity
- The "One Strike You're Out" policy
- Housing Authority obligations
- Entry of premises notifications
- Inspections
- Grounds for eviction
- Lease termination notices
- Reasonable accommodations

Donna then opened the floor for comments. Resident, David Brown asked what could be done about the kids who come onto CHA property, but do not live there. Donna responded that we could not do anything unless they were disobeying the law, and then the person who saw it happen could call the police and report it to the CHA.

With there being no further questions or comments the meeting was adjourned.

Attachment E

Crossville Housing Authority

RIC Meeting

May 8, 2008

Minutes

Attendance:

CHA Staff

Cyndie Dyal

Residents

Terry Votaw

Marie Burden

Chrystal Bratcher

Norma Vallecillo

Becky Cooper

Cathy Flannery

The CHA Resident Initiatives Council meeting was convened on May 8, 2008 at 1:00 pm at the Gateway Center. Cyndie Dyal opened the meeting by thanking those residents in attendance and opened the floor for comments regarding resident services.

Suggestions for social activities included:

- Block parties or picnics with entertainment
- “Pamper a Senior” month
- Take kids to Azalea Gardens and Oakmont to do nails and hair
- Take seniors to yard sales on Fridays
- Social “Happy Hour” with non-alcoholic drinks
- Offer line dancing classes
- Craft classes
- Contests: coloring, talent, cooking, senior dance contest. Offer gift certificates and/or rewards from CRC or Thrift Shop

Programs/Enrichment

- Partner the elderly and Special Olympics kids
- Any program that offers interaction between seniors and kids
- Programs that target teens as volunteers
- Summer programs for children (acknowledging the need for funds for these programs)
- Counseling
- Fitness & nutrition class
- Male mentoring
- Certified babysitting course that teaches CPR and First Aid
ACLS?, PALS?, Pediatric advanced life support
- Wildlife/fishing/hunting programs for kids
- Programs on animals and their habitats
- Partnerships with other agencies (Bread of Life?)

Generally the residents commented that they would like to see some new programs. They enjoy the monthly newsletters, but think more flyers are needed to inform residents of meetings/activities.

With there being no further questions or comments the meeting was adjourned.

Attachment F

Crossville Housing Authority

RIC Meeting

June 12, 2008

Minutes

Attendance:

CHA Staff

Cyndie Dyal

Residents

Chrystal Bratcher

Cathy Flannery

Terry Votaw

Jan Hixson

Lola Pryor

Linda Ashburn

Norma Vallecillo

Becky Cooper

The CHA Resident Initiatives Council meeting was convened on June 12, 2008 at 1:00 pm at the Gateway Center. Cyndie Dyal opened the meeting by thanking those residents in attendance and opened the floor for comments regarding resident services.

Suggestions for social activities included:

- Socials to meet new residents
- Summer water playground

Programs/Enrichment Suggestions

- Orientation for new residents explaining rules and regulations of the CHA, Resident Council services, etc., as well as community services including free screenings at the health department and others.
- Summer youth services
- Monthly drawing for “good Samaritans” with nominations made by tenants who see others doing something good.

CHA Programs/Services Suggestions

- Allow water faucets for outdoor watering
- Provide lawn mowing for the elderly
- Include items in the newsletter such as a gossip column, letters from residents, and a compliment column.

With there being no further questions or comments the meeting was adjourned.

Attachment G

Crossville Housing Authority

Security Meeting

March 31, 2008

Minutes

Attendance:

CHA Staff

Janet Collins

Residents

Ollie Holmes

Wanda Martin

Ann Trimble

The CHA Security Meeting was convened on March 31, 2008 at 3:00 pm at the CHA Center. Janet Collins opened the meeting by thanking those residents in attendance and asking for comments regarding security in the developments. Comments included:

Rosewood Terrace

- Several tenants that had been a problem are now gone, so things have quieted down quite a lot.
- There continues to be a problem with traffic - cars speeding through the development.

Pinewood Drive

- Car doors slamming in the early morning have been noticeable.
- There has been improvement with a unit was a problem with a lot of traffic in and out.
- In general things have quieted down in the development.
- One of the families that had children playing in the street seems to have solved the problem by getting a swing set.

Janet discussed a tentative date for the next meeting of April 28. She will try to get flyers out to residents to let them know. A representative from the security company will be invited to attend.

With there being no further questions or comments the meeting was adjourned.

Attachment H

Crossville Housing Authority

Security Meeting

April 28, 2008

Minutes

Attendance:

CHA Staff

Janet Collins

Residents

Irene Melton

Wanda Martin

Ann Trimble

Shirley Barnwell

Helen Hall

Pat Dunn

Virgie Bell

Bonnie Duncan

Phyllis Squires

Cathy Thompson

Nancy Emerson

Lola Brown

Patricia Marshall

Rebecca Moles

Ollie Holmes

The CHA Security Meeting was convened on April 28, 2008 at 3:00 pm at the CHA Center. Lt. Michael Briggs was the invited guest at the meeting. Janet Collins opened the meeting by thanking those residents in attendance and asking for comments regarding security in the developments.

Rosewood Terrace

- There seems to be a lot of traffic in and out of 2 units

Pinewood Drive

- Laundry baskets from the Laundromat have been stolen.

Willowwood

- People just walking through, do not live there nor have relatives there
- Teenager on the gazebo
- Would like to have peepholes in both doors
- Someone is knocking on the walls and doors on the outside
- Gas has been stolen out of vehicles
- Windows in car and unit being broken by rocks
- Solicitors claiming to sell different things-Avon, books
- Very dark behind Apt. 73 and the Hospice House
- Would be good to have security patrolling after midnight
- Would like to have security cameras on the premises

Suggestions

- Get license numbers of suspicious vehicles and call the police.
- You can place signs that say "No Trespassing No Solicitors".
- If you feel threatened at any time, pull the emergency cord – someone will call the police.

- Gas theft will probably continue to be a problem. A locking gas cap is the best idea.
- If you are up in the night, take a look around for suspicious activity.

Janet will Check On

- Peep holes in front and back doors
- Additional security lights
- Check on security lights at Obed and Rosewood Terrace
- Security cameras

Janet commented that security cameras were expensive. Lt. Briggs commented that security does patrol at different times, so as not to create a set schedule.

With there being no further questions or comments the meeting was adjourned.

Attachment I

Crossville Housing Authority

Security Meeting

May 23, 2008

Minutes

Attendance:

CHA Staff

Janet Collins

Residents

Dorothy Chambers

Ollie Holmes

Irene Melton

Linda Randolph

Ann Trimble

The CHA Security Meeting was convened on May 23, 2008 at 1:00 pm at the Twin Oaks meeting room. Lt. Michael Briggs was the invited guest at the meeting. Janet Collins opened the meeting by thanking those residents in attendance and asking for comments regarding security in the developments.

Rosewood Terrace

- Concerns regarding children riding bikes on sidewalks

Pinewood Drive

- There was a motorcycle sighted driving too fast through the development, and carrying a child.

Willowwood

- Complaint about motorcycles driving through Willowwood, apparently coming from the tan house up at Genesis Road.
- Signs are posted, but there still seems to be non-resident traffic.
- Tenants requested adding peepholes in their back doors
- Suggested putting security lights behind the buildings.

General Comments

- Workers need to be more careful when pulling out of the development.
- Remind people about their kids playing safely and not to drive too fast through the developments.
- Put meeting notices in the newsletter.

With there being no further questions or comments the meeting was adjourned.

Attachment J

Crossville Housing Authority Maintenance Committee Meeting

June 12, 2008

Minutes

Attendance:

CHA Staff

Harold Christopher
Eva Marshall

Residents

Marie Burden	Wanda Herrick
Karen Thacker	Irene Melton
Peggy Saulis	Ann Trimble
Wanda Martin	Don Jordan
Whaler Stevens	Lucinda Stevens

The CHA Maintenance Committee Meeting was convened on June 12, 2008 at 9:00 am at Whispering Pines Subdivision. Harold Christopher opened the meeting by thanking those residents in attendance.

Harold gave tips on energy use, including:

- Keep doors and windows closed when heat or air conditioning is on.
- Compact fluorescent bulbs are energy-savers.
- Call in work orders promptly for dripping faucets or running commodes.

He then opened the floor for comments about what residents would like to see happen in their developments. Most of the representation was from Pinewood (42-7), and they discussed:

- Adding central heat and air in all the units
- Adding ceiling fans in each room (possibly as a stop gap measure until new HVAC units could be installed)

Mr. Stevens asked about getting outdoor spigots put back on the units. Harold explained that due to the high use of water, spigots could not be added until each unit was on a separate meter and therefore their water use could be dealt with individually.

Tenants also had concerns regarding cleaning of siding, and ants and spiders around their units. Harold let them know how much a tenant would be charged if CHA had to spray their unit for bugs. Pest control is done on all CHA units on a regular basis. Tenants are encouraged to treat their own units for insects as needed.

Another comment was that the parking spaces needed to be re-painted.

With there being no further questions or comments the meeting was adjourned.

Attachment K

Statement on Progress on Meeting 5-Year Plan Goals

Goal: Apply for additional rental vouchers.

The Crossville Housing Authority was recently awarded an additional 13 Section 8 Shelter Plus vouchers to expand the supply of housing within our jurisdiction. We intend to request additional vouchers in order to meet the needs of our clients.

Goal: Leverage private or other public funds to create additional housing opportunities.

The CHA will continue to leverage private or other public funds to create additional housing opportunities for its residents.

Goal: Acquire or build units or developments.

The CHA will continue to expand affordable housing using the Low Income Tax Credits and below-market loans through the Federal Home Loan Bank's Affordable Housing Program. We have recently opened a new LIHTC housing complex of 28 unit. The CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

Goal: Improve public housing management.

Our PHAS score for fiscal year 2007 was 89. We continually try to improve our public housing management, and therefore improve the PHAS score. CHA staff attends as many training programs as time and funding permits, in order to stay abreast of changing regulations.

Goal: Improve voucher management.

CHA has achieved a SEMAP score of 82 for fiscal year 2007. We are consistently reviewing our policies and procedures in order to improve our functions, and therefore our SEMAP score.

Goal: Increase customer satisfaction.

The CHA continues to work toward improving overall management. We constantly strive to keep tenants informed and involved.

Goal: Renovate or modernize public housing units.

The CHA has continually upgraded its public housing units through the Capital Funds Program, and seeks other avenues for renovation funding. All modernization activities are addressed in accordance with need as well as through residents' requests in all developments.

Goal: Provide replacement public housing.

The CHA has sold through the Section 32 Homeownership Program, 13 homes. Other transactions are being considered. The CHA will replace those units through both new construction and acquisition-rehab.

We have recently completed 6 specialized public housing units and are awaiting approval. In addition, the CHA has submitted an application to HUD for public housing to purchase 5 additional properties in order to bring CHA closer to our 1999 baseline. Those properties are: 264 Cleveland Street, Crossville; 342 Cleveland Street, Crossville; 370 Cleveland Street, Crossville; 380 Cleveland Street, Crossville; and 295 Stanley Street, Crossville.

Goal: Conduct outreach efforts to potential voucher landlords.

The CHA conducts outreach efforts to potential voucher landlords through the Section 8 Program when necessary. Coordinating meetings between potential landlords and voucher-holders helps to increase the lease-up rate of CHA's Section 8 program. Potential and existing landlords are regularly invited to attend voucher meetings.

Goal: Implement voucher homeownership program.

The Crossville Housing Authority was one of the first housing authorities in Tennessee to implement a Section 8 homeownership program. Currently there are 31 families taking advantage of the program. We hope to continue to increase this number of families making the transition from renter to homeowner.

Goal: Implement public housing or other homeownership program(s).

CHA continues to expand homeownership opportunities by participating in the 5H Program and the Section 32 Program. In addition, CHA has implemented a USDA Rural Development 523 program that has helped 24 families to build their own homes. This program continues to grow with recent approval of funding for 22 more homes. Many of these efforts are done in partnership with a local non-profit organization that specializes in homeownership.

Goal: Implement public housing security improvements.

Through our Resident Council, the CHA will encourage additional Neighborhood Watch programs.

Goal: Provide or attract supportive services to improve assistance recipient's employability.

Through our Family Self-Sufficiency and community service program, we work with area organizations such as Tennessee Career Center and Creative Compassion, Inc. to offer assistance in GED preparation and testing, credit counseling, and job hunting skills.

Goal: Provide or attract supportive services to increase independence for the elderly or families with disabilities.

The CHA provides a variety of supportive services to the elderly or disabled keeping them involved and independent. Continuing input from elderly/disabled residents keeps us informed of their needs in order to incorporate new programs.

Goal: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

The Crossville Housing Authority strives to serve low income families to achieve safe and sanitary housing that is affordable, while promoting their well being by providing stable housing without discrimination.

Goal: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.

The Crossville Housing Authority strives to serve low income families to achieve safe and sanitary housing that is affordable, while promoting their well being by providing stable housing without discrimination. CHA rules prohibit any activity that threatens the health, safety, or peaceful enjoyment of the premises.

Goal: Support the requirements of VAWA 2005.

The Crossville Housing Authority supports the goals of the Violence Against Women Act of 2005, and will comply with its requirements. We will continue to administer housing programs so that tenants are supported and protected, including victims of domestic violence, dating violence, sexual assault, or stalking. Under the requirements of the law, we will not take adverse action against victims of such criminal activity, including denial or termination of housing assistance.

Attachment L

Resident Membership of PHA Governing Body

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the CHA has a resident serving on the Board of Commissioners.

Gladys McNeal – Resident Commissioner
Since August 12, 2003

AttachmentM

CROSSVILLE HOUSING AUTHORITY MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Management Committee

Donna Parker, Housing Director
Crossville Housing Authority

Marie Burden	169 Underwood St	Crossville, TN 38555
David Brown	84 Rose St	Crossville, TN 38555
Dawn Caird	115 Netherton Court	Crossville, TN 38555
Robert Davis	274 Stanley St	Crossville, TN 38555
Anna Trimble	150 Pinewood Drive	Crossville, TN 38555
Carla Limburg	170 Underwood St	Crossville, TN 38555
Irene Melton	160 Pinewood Dr	Crossville, TN 38555

Resident Initiatives Committee

Cyndie Dyal, Resident Initiatives Coordinator
Crossville Housing Authority

Marie Burden	169 Underwood St	Crossville, TN 38555
Chrystal Bratcher	542 Storie Ave	Crossville, TN 38555
Becky Cooper	228 West First St	Crossville, TN 38555
Cathy Flannery	82 Oakcrest Lane	Crossville, TN 38555
Norma Vallecillo	116 Netherton Court	Crossville, TN 38555

Security Committee

Janet Collins, Public Housing Manager
Crossville Housing Authority

Shirley Barnwell	23 Willowwood Loop #101	Crossville, TN 38555
Virgie Bell	87 Willowwood Loop #123	Crossville, TN 38555
Lola Brown	87 Willowwood Loop #121	Crossville, TN 38555
Dorothy Chambers	23 Willowwood Loop #124	Crossville, TN 38555
Bonnie Duncan	87 Willowwood Loop #122	Crossville, TN 38555
Pat Dunn	73 Willowwood Loop #115	Crossville, TN 38555
Nancy Emerson	87 Willowwood Loop #120	Crossville, TN 38555
Helen Hall	57 Willowwood Loop #112	Crossville, TN 38555
Ollie Holmes	245 West First Street	Crossville, TN 38555
Patricia Marshall	109 Willowwood Loop #128	Crossville, TN 38555
Wanda Martin	152 Pinewood Drive	Crossville, TN 38555
Irene Melton	160 Pinewood Drive	Crossville, TN 38555
Rebecca Moles	41 Willowwood Loop #110	Crossville, TN 38555

Linda Randolph	30 Braun Cove	Crossville, TN 38555
Phyllis Squires	109 Willowwood Loop #127	Crossville, TN 38555
Cathy Thompson	109 Willowwood Loop #126	Crossville, TN 38555
Ann Trimble	150 Pinewood Drive	Crossville, TN 38555

Maintenance Committee

Harold Christopher, Maintenance Supervisor
Crossville Housing Authority

Marie Burden	169 Underwood St	Crossville, TN 38555
Wanda Herrick	130 Pinewood Dr	Crossville, TN 38555
Don Jordan	124 Pinewood Dr	Crossville, TN 38555
Wanda Martin	152 Pinewood Dr	Crossville, TN 38555
Irene Melton	160 Pinewood Dr	Crossville, TN 38555
Peggy Saulis	178 Pinewood Dr	Crossville, TN 38555
Whaler Stevens	87 Pinewood Dr	Crossville, TN 38555
Karen Thacker	140 Pinewod Dr	Crossville, TN 38555
Ann Trimble	150 Pinewood Dr	Crossville, TN 38555

Attachment N

Resident Council Board Members

Officers

Linda Ashburn, President	23 Netherton Court	Crossville, TN 38555
Irene Melton, Vice-President	160 Pinewood Drive	Crossville, TN 38555
Ann Trimble, Secretary	150 Pinewood Drive	Crossville, TN 38555
Rebecca Moles, Treasurer	41 Willowwood Loop #110	Crossville, TN 38555
Marie Burden, Historian	169 Underwood	Crossville, TN 38555

Representatives

Rhonda Derrick	61 Clearview Lane, #2	Crossville, TN 38571
Ollie Holmes	245 West First Street	Crossville, TN 38555
Wanda Martin	152 Pinewood Drive	Crossville, TN 38555
Stacy McAnally	315 Goodwin Circle	Crossville, TN 38555
Gladys McNeal	220 West First Street	Crossville, TN 38555
Norma Vallecillo	116 Netherton Court	Crossville, TN 38555

Attachment O

Section 8 Program Capacity Statement

The Crossville Housing Authority's Section 8 Homeownership Program requires that financing for purchase of a home under its Section 8 homeownership program will:

- be provided, insured or guaranteed by the State or Federal Government;
- comply with secondary mortgage market underwriting requirements; or
- comply with generally accepted private sector underwriting standards.

Attachment P

Public Housing Assessments

AMP 801

Consists of three projects built between 1966 and 1972. These units are all electric, all have master water meters, and all have a mix of family and elderly. The developments are all garden apartments, mostly duplexes with a few triplexes and a few single family units.

TN042-04 (75 units): This development is our largest development and is also one of the best designed in our inventory

TN042-05 (20 units): This development is one of our outlying developments. The cost of operation includes a sewer plant on the site. The cost of a licensed operator for the plant is a burden. The development has a high percentage of elderly, which helps lower the cost.

TN042-6 (51 units): This development is one of our most desirable due to its location. It is within walking distance to two shopping centers and has a daycare/Head Start center on site.

The operating cost of this AMP is \$348.25 PUM as compared to the Section 8 cost of \$321.82. The HUD subsidy cost for this AMP is \$352,222 or \$201.04 PUM, of which HUD is only funding \$295,866 or \$168.87 PUM. At that funding this AMP is operating \$152.95 PUM under the cost of the Section 8 program. Currently there is no replacement affordable housing available in the community.

AMP 802

Consists of three projects built between 1960 and 1994. These units all have gas heat, all have individual water meters, and all have a mix of family and elderly. These developments have a lot of large units thus a lot of large families. The developments are all garden apartments, mostly duplexes and single family units.

TN042-01 (54 units): This development, though over 40 years old, remains one of our most popular. The maintenance cost is a little higher than most of our other Crossville developments, due to the age and construction of the units. This project has a Capital Funds program underway. It will take a few years to complete, but when finished will create a significant cost savings. This project has a mix of 1-5 bedroom units

TN042-14 (12 units): This development is all 3 and 4 bedroom single family homes and was built to enhance our Family Self-Sufficiency program. The development is included in a Section 32 homeownership program. However, the cost of operating public housing is higher per unit than most development since there are no small units in the unit mix.

TN042-16 (21 units): This development is all single family homes and was built to enhance our Family Self-Sufficiency program. This development is included in a Section 32 homeownership program. However, the cost of operating public housing is higher per unit than most development since there are no small units in the unit mix.

The operating cost of this AMP is \$395.98 PUM as compared to the Section 8 cost of \$321.82. The HUD subsidy cost for this AMP is \$261,433 or \$250.41 PUM, of which HUD is only funding \$219,604 or \$210.35 PUM. At that funding, this AMP is operating \$111.47 PUM under the cost of the Section 8 program. Currently there is no replacement affordable housing available in the community.

AMP 803

Consists of three projects built between 1963 and 1977. These units have a mix of gas and electric heat, all have master water meters, and all have a mix of family and elderly. The developments are all garden apartments, mostly duplexes with a few triplexes and very few single family units.

TN042-02 (26 Units): This development is one of our outlying developments, so the operating cost is a little higher than most. There are only a few elderly units in this development. We plan to do some modernization on this project that will include new heating systems and individual water meters.

TN042-03 (12 units): This development is one of our outlying developments, so we expect the operating cost is a little higher than most. This year there were some capital improvements to the development, which kept costs low. Those improvements included new heating systems.

TN042-07 (56 units): This development has a high elderly and disabled population. There are a number of family units in the development and we have recently established a daycare/Head Start center in the development. It is also one of our newest developments, built in 1978.

The operating cost of this AMP is \$351.25 PUM as compared to the Section 8 cost of \$321.82. The HUD subsidy cost for this AMP is \$248,892 or \$220.65 PUM, of which HUD is only funding \$209,069 or \$183.72 PUM. At that funding this AMP is operating \$138.10 PUM under the cost of the Section 8 program. Currently there is no replacement affordable housing available in the community.

Attachment Q

Resident Survey Action Plan

Resident Report for 2007 (Overall for all developments)

<u>Indicator</u>	<u>Actual Score</u>	<u>Maximum Score</u>
Survey Results	4.2	5.0
Maintenance and Repair	0.9	1.0
Communication	0.8	1.0
Safety	0.8	1.0
Services	0.9	1.0
Appearance	0.8	1.0
Implementation Plan	0.0	2.0
Follow-Up Plan	3.0	3.0
Total	7.2	10

<u>Overall Scores</u>	<u>2007</u>	<u>2006</u>
Maintenance and Repair	91.5	93.0
Communication	76.6	75.5
Safety	79.2	78.5
Services	94.5	93.4
Neighborhood Appearance	79.0	77.9

Crossville Housing Authority will continue to strive toward making improvements for residents in all above indicators. We are committed to be more attentive to HUD's requirements in order to improve our score.

Maintenance and Repair

CHA has an annual preventative maintenance inspection and continues to make modernization improvements resulting in fewer repairs required.

Communication

CHA makes available to residents twice a month the *Coffee with the Director* meetings. Residents are always invited to attend the Resident Council meetings. Transportation is provided for those in need. Announcements are routinely made in the CHA monthly newsletter, and by postings at various CHA buildings.

Safety

CHA plan deals with issues related to safety through a committee formed of residents, community members and our local police department. Several suggestions for community safety have come out of a series of resident meetings.

Services

Maintenance issues are routinely dealt with as quickly as possible. Tenants are given a Tenant Handbook detailing items that are their responsibility as well as giving information on how to report problems to CHA.

CHA provides a wide variety of resident services including daycare and after-school care for children, transportation for eligible residents to necessary appointments, GED and computer training, and a host of supportive services for eligible elderly and handicapped residents.

Neighborhood Appearance

As funds permit, CHA regularly works on improving the appearance of neighborhoods. In the plans for 2008 is to replace 1 children's playground. Residents are encouraged to give input through regular CHA meetings.

Attachment R

Crossville Housing Authority Deconcentration Policy

It is Crossville Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The specific objective of the Crossville Housing Authority is to house no less than 40% of its public inventory with families that have incomes at or below 30% of area median income by public housing development. The Authority will also take action to insure that no individual development has a concentration of higher income families. To meet this objective, the Authority will skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

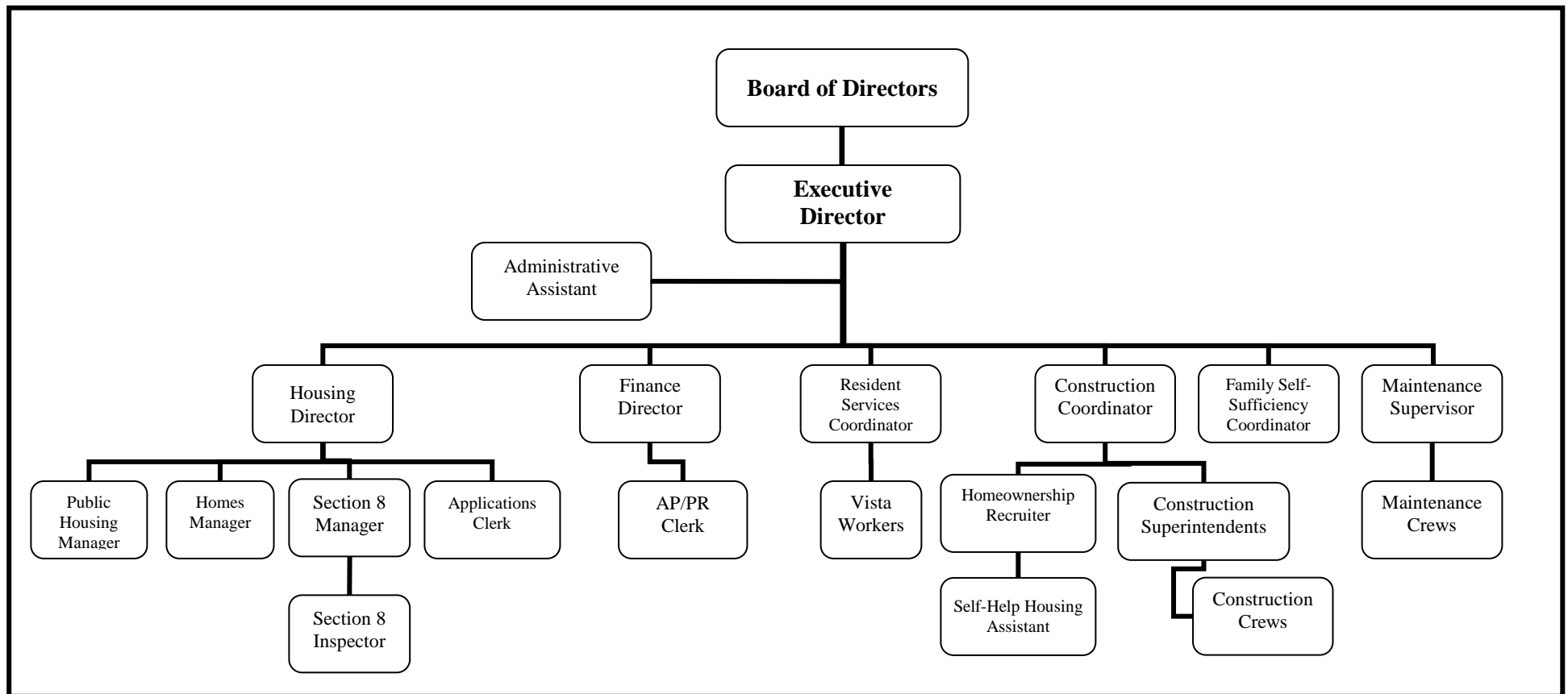
The Crossville Housing Authority will affirmatively market public housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income will not be steered toward higher income developments. The Authority will not house families with incomes higher than 30% of the area median income in developments that already have 60% or more households with incomes that exceed 30% of the area median income.

Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, the Authority will establish a numerical goal for housing 40% of new admissions to families whose incomes are at or below 30% of the area median income. The annual goal will be calculated by taking 40% of the total numbers of move-ins from the previous fiscal year. If necessary, the Authority will determine the level of additional marketing strategies and deconcentration incentives to implement to meet the objective of this policy.

Attachment S

Crossville Housing Authority

Organizational Chart



Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☒ Revised Annual Statement (revision no: 8)
☒ Performance and Evaluation Report for Period Ending: 06/30/08
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	42,800.00		42,800.00	42,800.00
3	1408 Management Improvements	58,300.00		58,300.00	58,300.00
4	1410 Administration	25,000.00	22,851.70	22,851.70	22,851.70
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	25,632.26	19,732.26	19,732.26	4,732.26
10	1460 Dwelling Structures	102,735.03	91,597.98	91,597.98	91,597.98
11	1465.1 Dwelling Equipment—Nonexpendable	24,025.00	21,525.00	21,525.00	21,525.00
12	1470 Nondwelling Structures	133,971.71	162,258.76	162,258.76	133,970.11
13	1475 Nondwelling Equipment	63,000.00	57,646.60	57,646.60	57,646.60
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500.00	1,251.70	1,251.70	1,251.70
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	477,964	477,964.00	477,964.00	434,675.35

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	4 units	15,067.84		15,067.84	15,067.84	completed
	Electrical	1460	4 units	18,463.37		18,463.37	18,463.37	completed
	Cabinets	1460	4 units	555.19		555.19	555.19	completed
	Walls	1460	4 units	14,666.55		14,666.55	14,666.55	completed
	Flooring	1460	4 units	7,344.61		7,344.61	7,344.61	completed
	Mechanical	1460	4 units	8,092.05		8,092.05	8,092.05	completed
	Paint	1460	4 units	4,475.38		4,475.38	4,475.38	completed
	Roofs	1460	4 units	0		0	0	completed
	Doors/Windows	1460	4 units	3,470.04		3,470.04	3,470.04	completed
	Exterior Enhancement	1450	4 units	0		0	0	completed
	Sidewalks/Curbs	1450	4 units	0		0	0	completed
	Tot Lot	1450	4 units	4,732.26		4,732.26	4,732.26	completed
	Appliances	1465	22-30 units	21,525.00		21,525.00	21,525.00	completed
	Non-Dwelling Structures	1470	MMC Bldg	0		0	0	completed
	Non Dwelling Equipment	1475	6 vehicles	57,646.60		57,646.60	57,646.60	completed
	Relocation	1495 1	4 units	1,251.70		1,251.70	1,251.70	completed
TN42-7	Plumbing	1460	2 units	2,200.00	558.17	558.17	558.17	completed
	Electrical	1460	2 units	2,500.00	34.51	34.51	34.51	completed
	Cabinets	1460	2 units	6,000.00	6,180.60	6,180.60	6,180.60	completed
	Walls	1460	2 units	2,700.00	7,070.17	7,070.17	7,070.17	completed
	Flooring	1460	2 units	2,700.00	5,496.53	5,496.53	5,496.53	completed
TN42-7	Mechanical	1460	2 units	5,000.00	0	0	0	completed
continued	Paint	1460	2 units	4,000.00	122.97	122.97	122.97	completed

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Roofs	1460	2 units	3,000.00	0	0	0	completed
	Doors/Windows	1460	2 units	2,500.00	0	0	0	completed
	Exterior Enhancement	1450	2 units	1,500.00	0	0	0	completed
	Sidewalks/Curbs	1450	2 units	4,400.00	0	0	0	completed
	Tot Lot	1450	2 units	15,000.00		15,000.00	0	In progress
	Appliances	1465	2 units	2,500.00	0	0	0	completed
	Non-Dwelling Structures	1470	MMC Building Renovation	133,971.71	162,258.76	162,258.76	133,970.11	completed
	Non Dwelling Equipment	1475	1 equipment	5,000.00	0		0	completed
	Relocation	1495 1	2 units	1,000.00	0		0	completed

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410		25,000	22,851.70	22,851.70	22,851.70	completed
Management	Staff Training	1408		0				
Improvements	Office Automation	1408		10,000	961.40	961.40	961.40	completed
	Resident Employment	1408		9,300	9,291.78	9,291.78	9,291.78	completed
	Drug Elimination Program	1408		39,000	48,046.82	48,046.82	48,046.82	completed
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1499		0				
PHA Wide	Funds used for Operation	1406		42,800		42,800.00	42,800.00	completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Crossville Housing Authority			Grant Type and Number Capital Fund Program No: TN37P04250106 Replacement Housing Factor No:				Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-01	07-17-08			07-17-10			
TN42-07	07-17-08			07-17-10			
PHA Wide	07-17-08			07-17-10			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☒ Revised Annual Statement (revision #4)

☒ Performance and Evaluation Report for Period Ending: 06/30/08
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	60,000	17,000.00		
3	1408 Management Improvements	30,000		11,225.86	
4	1410 Administration	25,000	48,360.00	25,000.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	14,000	9,131.47	2,131.47	2,131.47
10	1460 Dwelling Structures	273,353	241,242.96	64,441.32	60,024.96
11	1465.1 Dwelling Equipment—Nonexpendable	5,000	3,000.00		
12	1470 Nondwelling Structures	55,000	124,118.57	107,197.12	49,935.59
13	1475 Nondwelling Equipment	15,000	6,500.00	6,500.00	6,500.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	4,000	2,000.00		
18	1499 Development Activities	2,248			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	483,601	483,601.00	216,495.77	118,592.02

22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-2	Plumbing	1460	26 units	6,800				
	Electrical	1460	26 units	10,000				
	Cabinets	1460	26 units	3,000				
	Walls/Ceilings	1460	26 units	10,000				
	Flooring	1460	26 units	18,000				
	Mechanical	1460	26 units	20,168		1,163.66		
	Paint	1460	26 units	8,000				
	Doors/Windows	1460	26 units	4,250				
	Sidewalks/Curbs	1450	26 units	5,000				
	Tot Lot	1450	26 units	2,000				
	Dwelling Equipment	1465	1	26 units	3,000			
	Non-Dwelling Structures	1470		MMC Bldg Rehab.	2,500			
	Relocation	1495	1	26 units	2,000			
TN42-3	Plumbing	1460	12 units	12,000	606.57	606.57	606.57	Completed
	Electrical	1460	12 units	18,135	310.20	310.20	310.20	Completed
	Cabinets	1460	12 units	2,000	0			
	Walls/Ceilings	1460	12 units	3,500	1,460.11	1,460.11	1,460.11	Completed
	Flooring	1460	12 units	5,500	6,065.70	6,065.70	6,065.70	Completed
	Mechanical	1460	12 units	39,000	51,960.87	51,960.87	51,960.87	Completed
	Paint	1460	12 units	8,000	0			
	Doors/Windows	1460	12 units	5,000	621.51	621.51	621.51	Completed

					Original	Revised	Funds Obligated	Funds Expended	
TN42-3	Sidewalks/Curbs	1450		12 units	2,000	2,131.47	2,131.47	2,131.47	Completed
continued	Tot Lot	1450			5,000	0			
	Dwelling Equipment	1465	1		2,000	0			
	Non-Dwelling Structures	1470		MMC Bldg	2,500	0			
	Relocation	1495	1		2,000	0			
TN42-7	Non-Dwelling Structures	1470		MMC Bldg Rehab.	50,000	121,618.57	107,197.12	49,935.59	75% complete
PHA Wide	Non-Dwelling Equipment	1475	1	1 vehicle	15,000	6,500.00	6,500.00	6,500.00	Completed

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Central Office Cost Center	1410 1		25,000	48,360.00	25,000.00		
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000		11,225.86		
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1499		2,248				
	Funds used for operations	1406		60,000	17,000.00			
Acquisition	Property acquisition of 5 single-family homes - rehab	1460		100,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P04250107 Replacement Housing Factor No:					Federal FY of Grant: 2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-2	9-12-09			9-12-11			
TN42-3	9-12-09			9-12-11			
TN42-7	9-12-09			9-12-11			
PHA Wide	9-12-09			9-12-11			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☒ Revised Annual Statement (revision #2)

☒ Performance and Evaluation Report for Period Ending: 06/30/08
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	87,511	42,911		
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000	48,100		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	8,500	9,000		
10	1460 Dwelling Structures	198,600	198,100		
11	1465.1 Dwelling Equipment—Nonexpendable	6,250	27,750		
12	1470 Nondwelling Structures	100,000			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000			
18	1499 Development Activities	3,251			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	481,112	481,112		

22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	4 units	20,000				
	Electrical	1460	4 units	20,000				
	Cabinets	1460	4 units	1,000				
	Walls/Ceilings	1460	4 units	15,000				
	Flooring	1460	4 units	8,000				
	Roofs	1460	4 units	20,000				
	Mechanical	1460	4 units	10,000				
	Paint	1460	4 units	5,000				
	Doors/Windows	1460	4 units	4,000				
	Sidewalks/Curbs	1450	4 units	1,000				
	Tot Lot	1450	4 units	500				
	Exterior Enhancements	1450	4 units	1,000				
	Dwelling Equipment	1465	1	4 units	5,000			
	Appliances	1465	22-30 units	0	21,500			
	Non-Dwelling Structures	1470	Maint Bldg Renovation	100,000				
	Relocation	1495	1	4 units	1,000			
TN42-4	Roofs	1460	5 units	25,000				
TN42-6	Roofs	1460	5 units	25,000				
TN42-7	Plumbing	1460	1 unit	1,100				
	Electrical	1460	1 unit	1,250				

TN42-7	Cabinets	1460		1 unit	3,000				
continued	Walls/Ceilings	1460		1 unit	7,500				
	Flooring	1460		1 unit	2,000				
	Roofs	1460		5 units	25,000				
	Mechanical	1460		1 unit	2,000				
	Paint	1460		1 unit	2,000				
	Doors/Windows	1460		1 unit	1,250				
	Sidewalks/Curbs	1450		1 unit	5,000				
	Tot Lot	1450		1 unit	1,000				
	Exterior Enhancements	1450		1 unit	500				
	Dwelling Equipment	1465	1	1 unit	1,250				
	Non-Dwelling Structures	1470		MMC Bldg	0				
	Relocation	1495	1	1 unit	1,000				
PHA Wide	Non Dwelling Equipment	1475	1	2 vehicles	20,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Central Office Cost Center	1410	1	25,000	48,100			
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1499		3,251				
	Funds used for operation	1406		87,511	42,911			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Crossville Housing Authority			Grant Type and Number Capital Fund Program No: TN37P04250108 Replacement Housing Factor No:				Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-1	06-30-10			09-30-12			
TN42-4	06-30-10			09-30-12			
TN42-6	06-30-10			09-30-12			
TN42-7	06-30-10			09-30-12			
PHA Wide	06-30-10			09-30-12			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009
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☒ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision #)
 ☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	67,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	48,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	16,000			
10	1460 Dwelling Structures	182,112			
11	1465.1 Dwelling Equipment—Nonexpendable	22,000			
12	1470 Nondwelling Structures	100,000			
13	1475 Nondwelling Equipment	15,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	481,112			

22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250109 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	5 units	18,000				
	Electrical	1460	5 units	20,000				
	Cabinets	1460	5 units	9,000				
	Walls/Ceilings	1460	5 units	12,000				
	Flooring	1460	5 units	15,412				
	Roofs	1460	5 units	20,000				
	Mechanical	1460	5 units	21,000				
	Paint	1460	5 units	10,000				
	Doors/Windows	1460	5 units	7,500				
	Sidewalks/Curbs	1450	5 units	10,000				
	Tot Lot	1450	5 units	3,000				
	Exterior Enhancements	1450	5 units	3,000				
	Non-Dwelling Structures	1470		Maint Bldg Rehab	100,000			
	Relocation	1495	1	5 units	1,000			
TN42-4	Roofs	1460	4 buildings	16,400				
TN42-6	Roofs	1460	4 buildings	16,400				
TN42-7	Roofs	1460	4 buildings	16,400				
	Appliances	1465	1	25 units	22,000			
PHA Wide	Non Dwelling Equipment	1475	1	2 vehicles	15,000			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250109 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Central Office Cost Center	1410	1	48,000				
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1499		0				
	Funds used for operations	1406		67,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

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Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37RO4250108	Federal FY of Grant: 2008
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision #)
 ☒ Performance and Evaluation Report for Period Ending: 06/30/08
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	1,096			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,096			

22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37RO4250108				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410	1					
Management Activities	Staff Training	1408						
	Office Automation	1408						
	Resident Employment	1408						
	Drug Elimination	1408						
	Speed up unit turnaround	1408						
	Speed up inspection	1408						
PHA Wide	Funds for Development	1499		1,096				
	Funds used for operation	1406						

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

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Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37RO4250109	Federal FY of Grant: 2009
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☒ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision #)
 ☐ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	1,096			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,096			

22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37RO4250109				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410	1					
Management Activities	Staff Training	1408						
	Office Automation	1408						
	Resident Employment	1408						
	Drug Elimination	1408						
	Speed up unit turnaround	1408						
	Speed up inspection	1408						
PHA Wide	Funds for Development	1499		1,096				
	Funds used for operation	1406						

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Crossville Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 3 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 4 FFY Grant: 2012 PHA FY:2012	Work Statement for Year 5 FFY Grant: 2013 PHA FY: 2013
	See Annual Statement				
TN42-1		315,462			
TN42-2				54,088	
TN42-3				55,088	
TN42-4				108,177	81,400
TN42-5					96,000
TN42-6					70,000
TN42-7					67,950
TN42-14			108,177		
TN42-16			105,176		
PHA Wide		165,650	267,759	263,759	165,762
CFP Funds Listed for 5-year planning		481,112	481,112	481,112	481,112
Replacement Housing Factor Funds (Accumulating)		1,096	1,096	1,096	1,096

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u> 2 </u> FFY Grant: PHA FY: 2010			Activities for Year: <u> 2 </u> FFY Grant: PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-1	Plumbing	25,000	PHA Wide	Non-Dwelling Equipment	20,650
Annual		Electric	25,000			
Statement		Cabinets	7,462	Management	Staff training	2,000
		Walls	25,000	Improvements	Office automation	10,000
		Flooring	25,000		Resident employment	6,000
		Mechanical	21,000		Drug Elim Program	12,000
		Paint	14,000		Speed up unit turnaround	0
		Roofs	15,000		Speed up inspections	0
		Doors/Windows	13,500			
		Exterior Enhancement	1,500	Administration	Central Office Cost Cntr	48,000
		Sidewalks/Paving	10,000			
		Tot Lot	5,000		Funds for development	0
		Appliances	25,000			
		Non-Dwelling Structures	100,000		Funds for operations	67,000
		Relocation	3,000			
Total CFP Estimated Cost			315,462			165,650

Part II: Supporting Pages—Work Activities

[illegible]

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>3</u> FFY Grant: PHA FY: 2011			Activities for Year: <u>4</u> FFY Grant: PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA Wide	Non-Dwelling equipment	18,000	TN42-2	Plumbing	6,000
Annual	Management	Staff training	2,000		Electric	5,000
Statement	Improvements	Office automation	10,000		Cabinets	5,000
		Resident employment	6,000		Walls	5,000
		Drug Elim Program	12,000		Flooring	4,500
		Speed up unit turnaround	0		Mechanical	2,000
		Speed up inspection	0		Paint	2,000
					Roofs	2,000
					Doors/Windows	5,000
	Administration	Central Office Cost Cntr	48,000		Exterior Enhancement	2,000
					Sidewalks/Paving	2,588
		Funds for development	104,759		Tot Lot	1,000
					Appliances	5,000
		Funds for operations	67,000		Non-Dwelling Structures	5,000
					Relocation	2,000
Total CFP Estimated Cost			265,759			54,088

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY: 2012			Activities for Year: <u>4</u> FFY Grant: PHA FY: 2012		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-3	Plumbing	5,000	TN42-4	Plumbing	5,000
Annual		Electric	4,000		Electric	6,577
Statement		Cabinets	4,000		Cabinets	8,100
		Walls	4,000		Walls	5,500
		Flooring	4,000		Flooring	5,000
		Mechanical	3,088		Mechanical	8,000
		Paint	2,000		Paint	8,000
		Roofs	4,000		Roofs	5,000
		Doors/Windows	4,000		Doors/Windows	5,000
		Exterior Enhancement	1,000		Exterior Enhancement	3,000
		Sidewalks/Paving	4,000		Sidewalks/Paving	10,000
		Appliances	7,000		Tot Lot	2,000
		Non-Dwelling Structures	4,000		Appliances	10,000
		Relocation	2,000		Non-Dwelling Structures	20,000
		Reconfigure Units	3,000		Relocation	2,000
					Reconfigure Units	5,000
Total CFP Estimated Cost			55,088			108,177

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : <u> 4 </u> FFY Grant: PHA FY: 2012			Activities for Year: <u> 5 </u> FFY Grant: PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide Management Improvements	Non-Dwelling equipment	19,000	TN42-4	Plumbing	6,500
	Staff training	2,000		Electric	6,000
	Office automation	10,000		Cabinets	5,000
	Resident employment	6,000		Walls	6,000
	Drug Elim. Program	12,000		Flooring	8,000
	Speed up unit turnaround	0		Mechanical	10,000
	Speed up inspection	0		Paint	8,500
				Roofs	8,400
				Doors/Windows	6,000
Administration	Central Office Cost Cntr	48,000		Exterior Enhancement	1,000
				Sidewalks/Paving	5,000
	Funds for development	99,759		Tot Lot	1,000
				Appliances	8,000
	Funds for operations	67,000		Relocation	2,000
Total CFP Estimated Cost		263,759			81,400

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : <u>5</u> FFY Grant: PHA FY: 2013			Activities for Year: <u>5</u> FFY Grant: PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN42-5	Plumbing	8,000	TN42-6	Plumbing	6,000
	Electric	8,000		Electric	6,000
	Cabinets	6,000		Cabinets	5,000
	Walls	8,000		Walls	8,000
	Flooring	10,000		Flooring	8,000
	Mechanical	10,000		Mechanical	6,000
	Paint	8,000		Paint	7,000
	Roofs	12,000		Roofs	8,000
	Doors/Windows	8,000		Doors/Windows	4,000
	Exterior Enhancement	1,000		Exterior Enhancement	1,000
	Sidewalks/Paving	5,000		Sidewalks/Paving	4,000
	Appliances	10,000		Tot Lot	1,000
	Relocation	2,000		Appliances	4,000
				Non-Dwelling Structures	1,000
				Relocation	1,000
Total CFP Estimated Cost		96,000			70,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year : <u> 5 </u> FFY Grant: PHA FY:2013			Activities for Year: <u> 5 </u> FFY Grant: PHA FY: 2013		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN42-7	Plumbing	6,000	PHA Wide	Non-Dwelling equipment	18,000
	Electric	6,000	Management	Staff training	2,000
	Cabinets	5,000	Improvements	Office automation	10,000
	Walls	5,000		Resident employment	6,000
	Flooring	5,000		Drug Elim. Program	12,000
	Mechanical	6,000		Speed up unit turnaround	0
	Paint	7,000		Speed up inspection	0
	Roofs	8,000			
	Doors/Windows	4,450			
	Exterior Enhancement	1,000	Administration	Central Office Cost Cntr	48,000
	Sidewalks/Paving	4,000			
	Tot Lot	1,000		Funds for development	2,762
	Appliances	6,500			
	Non-Dwelling Structures	1,000		Funds for operations	67,000
	Relocation	2,000			
Total CFP Estimated Cost		67,950			165,762